INTERFACES

TEAMS, SEARCHS, CHIMES, CCUBS

Interface Resolutions

TANF Applications
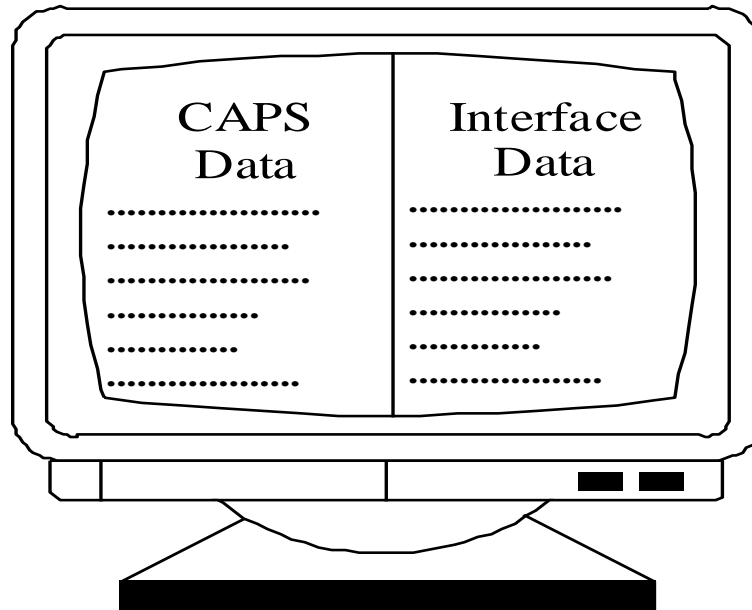
Child Support Referrals

Interfaces

TIRD (TEAMS Interface Resolution Detail

SIRD & SIR2 (SEARCHS Interface Resolution Detail)

APRD (Absent Parent Resolution Detail)

ALERT

GO TO
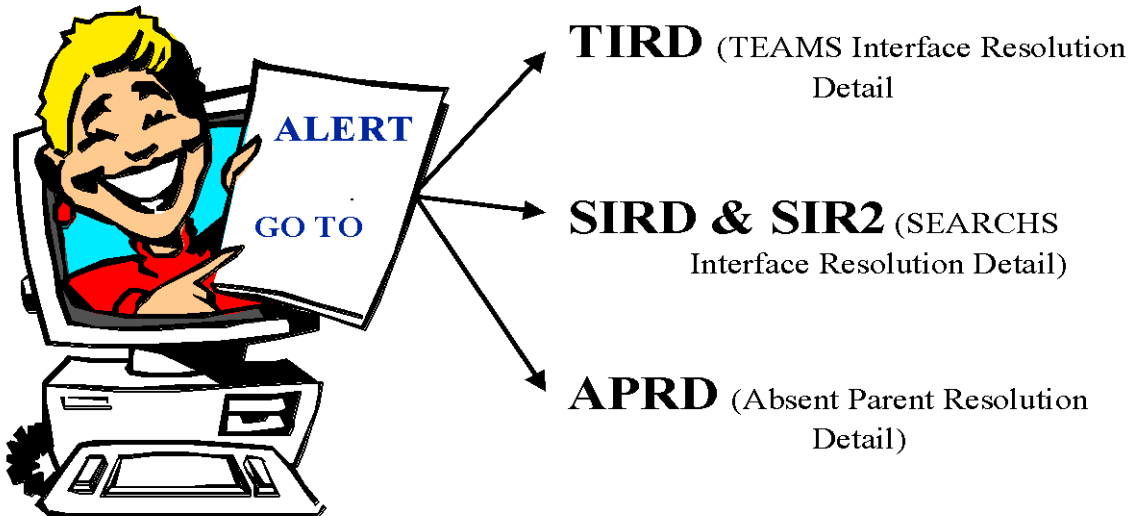
➢ An alert will be listed on the ALER screen notifying you of any interface information that was received
- TIRD = TEAMS Information
- SIRD & SIR2 = SEARCHS Child Information
- APRD = SEARCHS Absent Parent Information

➢ Select the alert and CAPS will take you to the appropriate screen

Split Screen Functions

```
        CAPS          Interface
        Data            Data
   ...................    ..................
   ..................    .................
   .....................    ...................
   ...............    ..............
   ............    ............
   ..................    .................
```

IF-03

➢ CAPS information is displayed on the left side of the screen

➢ Interface information is displayed on the right side of the screen

➢ Worker compares CAPS current data with new interface information
  - The worker makes the decision to accept interface data and change CAPS data or to keep CAPS data as it is

➢ Select data to be replaced in CAPS with the interface information

➢ Event generated when a worker replaces CAPS information with interface information

TIRD - TEAMS Interface Resolution Detail

```
CAFSTIRD        TEAMS INTERFACE RESOLUTION DETAIL        01/10/1997    10:42
USER ID: C87374                                          PAGE NO:     1
CAPS ID: 00005471    65    NAME: MCNEIL, ANGELA K
TO SELECT, ENTER S=SELECT TEAMS DATA
                     INTERFACE DATE: 12/16/1996
          CAPS DATA                           TEAMS DATA
ADDRESS
  TYPE    : R RESIDENCE (PHYSICAL)      _   R RESIDENCE (PHYSICAL)
  STR LIN1: 1231 STEELE ST                  NANCY DELGER
  STR LIN2:                                 8900 O'BRIEN CR. RD.
  CITY/ST : BUTTE                MT         MISSOULA               MT
  ZIP CODE: 59701 - 2137                    59802 -
  COUNTY  : 65                              41
  START DT: 12/18/1996                      12/16/1996
  END DT  : 99/99/9999                      99/99/9999

PHONE     :


             _   TO SELECT, ENTER D=DELETE ALL TEAMS DATA



                                                         PATH:
```

➢ This screen displays data as it currently exists in CAPS and the data TEAMS sent back to CAPS
  - CAPS data is displayed on the left side of the screen
  - TEAMS data is displayed on the right side of the screen

➢ Worker can select TEAMS data to replace existing CAPS data
  - Select information by placing an "S" in the select field

➢ To delete TEAMS information type a "D" on the TO SELECT field at the bottom of the last screen
  - This will also delete your alert on ALER

➢ An event will be created when the user elects to replace the CAPS information with TEAMS information

SIRD - SEARCHS Interface Resolution Detail

```
CAFSSIRD        SEARCHS INTERFACE RESOLUTION DETAIL      01/10/1997    10:44
USER ID : C87374
CAPS ID : 00005471    65     NAME: MCNEIL, ANGELA K
TO SELECT, ENTER S=SELECT SEARCHS DATA
                         INTERFACE DATE: 12/10/1996
            CAPS DATA                       SEARCHS DATA
SSN      : 132-45-6789              _   999-99-9999
BIRTH DATE: 12/28/1985                 12/28/1985
NAME     : ANGELA                  _   ANGELA
           KAY                         MARIE
           MCNEIL                      MCNEIL


ADDRESS  : 1231 STEELE ST          _   1231 STEEL

           BUTTE               MT      BUTTE               MT
           59701 - 2137                59701 -
COUNTY   : 65 NORTHERN CHEYENNE TRI    00
PHONE    :                         _   406 723-3971
GOOD CAUSE:
DANGEROUS :


                                                         PATH: SIR2
```

- ➢ This screen displays data as it currently exists in CAPS and the data SEARCHS sent back to CAPS
  - CAPS data is displayed on the left hand side of the screen
  - SEARCHS information is displayed on the right side of the screen

- ➢ Worker can select SEARCHS data to replace existing CAPS data
  - Select information by placing an "S" in the select field

- ➢ An event will be created when the user elects to replace the CAPS information with SEARCHS information

SIR2 - SEARCHS Interface Resolution Detail 2

```
CAFSSIR2      SEARCHS INTERFACE RESOLUTION DETAIL 2      01/10/1997    10:44
USER ID : C87374
CAPS ID : 00005471    65      NAME: MCNEIL, ANGELA K
TO SELECT,ENTER S=SELECT SEARCHS DATA
                           INTERFACE DATE 12/10/1996
           CAPS DATA                      SEARCHS DATA
MED INS CO:
POLICY NO :
GROUP CERT:
START DATE:
END DATE  :


POLICY HOLDER
  SSN     :
  NAME    :




SOURCE    :
VERF DATE :

              _  TO SELECT, ENTER D=DELETE ALL SEARCHS DATA

                                                            PATH:
```

- ➤ This screen displays medical insurance data
  - CAPS data is displayed on the left side of the screen
  - SEARCHS data is displayed on the right side of the screen

- ➤ Worker can select SEARCHS data to replace/add to the existing CAPS data
  - Select information by placing an "S" in the select field

- ➤ To delete SEARCHS information type a "D" on the TO SELECT field at the bottom of the last screen
  - This will also delete your alert on ALER

- ➤ An event will be created when the user elects to replace the CAPS information with SEARCHS information

APRD – Absent Parent Resolution Detail

```
CAFSAPRD          ABSENT PARENT RESOLUTION DETAIL        11/26/2002   15:15
USER ID : C74142RS                                           PAGE NO:     1
CAPS ID : 00001054    00      NAME: COONEY, BABY



           CAPS PERSON                    SEARCHS ABSENT PARENT
CAPS ID    :                       _  0000001054            PARTICIPANT ID
SSN        :                          214901054             SSN
BIRTH DATE :                                                BIRTH DATE
FIRST NAME :                          FOURTHHARRY           FIRST NAME
MIDDLE NAME:                                                MIDDLE NAME
LAST NAME  :                          FOURTHPARENTTUNA      LAST NAME








NO MATCHES WERE FOUND
ENTER A TO ADD SEARCHS ABSENT PARENT INFORMATION TO CAPS
ENTER D TO DELETE SEARCHS ABSENT PARENT INFORMATION

                                                            PATH:
```
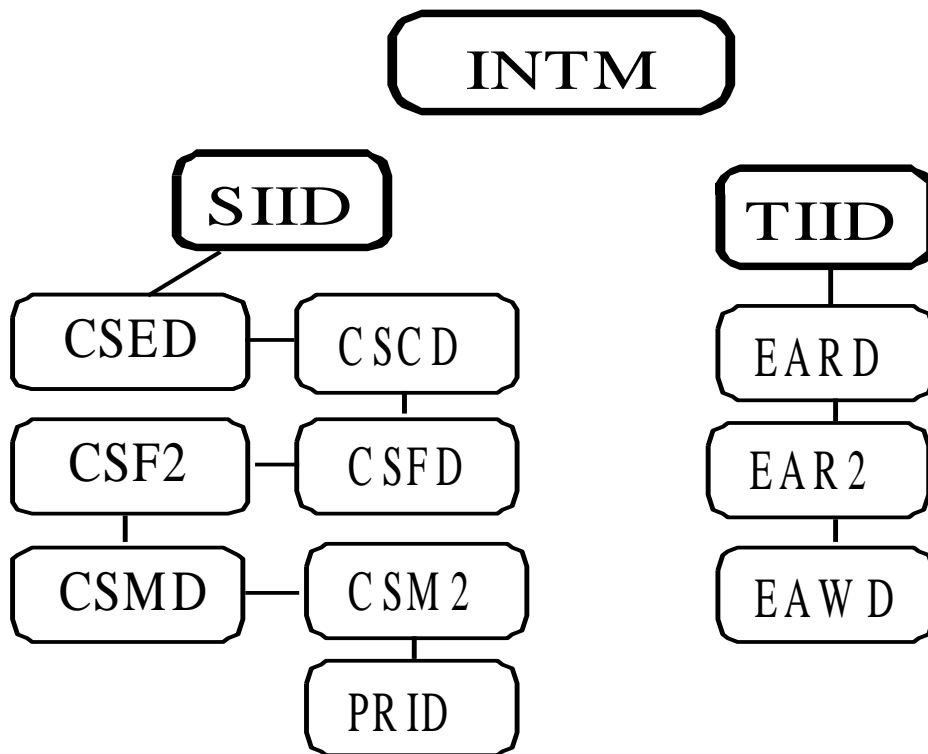
> This screen is accessed by selecting the IB0010 (SEARCHS Absent Parent #### must be resolved for ID ####) alert.

> CAPS PERSONS are matched based on 1) primary SSN, then 2) exact last name match; 3) exact first name match, and 4) birth date match

> Options at the bottom of the screen will vary depending on the information coming across
>   - If there is only one CAPS PERSON identified, "F7/F8 to view additional matches" will not be displayed
>   - If there is no CAPS PERSON identified, "R to replace CAPS with SEARCHS absent parent information" will not be displayed

> Some type of resolution must be performed in order for the alert to be deleted

> If information is added or replaced, an event will be created

> The IB0009 (Absent Parent #### received from SEARCHS for ####) alert will be created when the CAPS system has automatically been updated with absent parent information from SEARCHS. The system will be automatically updated, and no resolution will be required if there is a match on the PARTICIPANT ID coming over from the interface.

- ➤ The IB0009 alert indicates that updates have been made to the RELL (Relationship List) for the child and parent(s).
  - For the child, RELL will be updated with a code of SAP (SEARCHS Absent Parent) for the parent(s)
  - For the parent(s), RELL will be updated with a code of RBS (Related by SEARCHS) for the child.
  - If a relationship already exists for the parent(s)/child, they will <u>not</u> be overridden with the interface codes

```
                    ┌─────────────┐
                    │    INTM     │
                    └─────────────┘
           ┌─────────────┐        ┌─────────────┐
           │    SIID     │        │    TIID     │
           └─────────────┘        └─────────────┘
     ┌──────────┐   ┌──────────┐        ┌──────────┐
     │   CSED   │───│   CSCD   │        │   EARD   │
     └──────────┘   └──────────┘        └──────────┘
     ┌──────────┐   ┌──────────┐        ┌──────────┐
     │   CSF2   │───│   CSFD   │        │   EAR2   │
     └──────────┘   └──────────┘        └──────────┘
     ┌──────────┐   ┌──────────┐        ┌──────────┐
     │   CSMD   │───│   CSM2   │        │   EAWD   │
     └──────────┘   └──────────┘        └──────────┘
                    ┌──────────┐
                    │   PRID   │
                    └──────────┘
```

- ➤ Must go through the default flow of screens
    - Cannot access screens by entering their name in the PATH field

- ➤ The interface menu (INTM) is where you would select
    - SIID = Child Support Enforcement Referral
    - TIID = Emergency Assistance Application

SIID - SEARCHS Initial Inquiry Detail

```
CAFSSIID                    SEARCHS INITIAL INQUIRY DETAIL   07/06/2006    14:02
USER ID : CS4566    INQUIRE
CAPS ID : 00001300      25    NAME: HARRIS, MELISSA

SEARCHS INQUIRY DATE      :
SEARCHS CASE NUMBER       :
SEARCHS PARTICIPANT ID    :
SEARCHS ROLE CODE         :
SEARCHS NAME              :
SEARCHS SSN               :
SEARCHS DATE OF BIRTH     :

TO SELECT,
   ENTER A=ADD, D=DELETE, I=INQUIRE, M=MODIFY OR E=ELECTRONICALLY SUBMIT

SEL STATUS DESCRIPTION
 _   CMPLET DFS/CSED-306 AND -306A   FC CSE REFERRAL




                                                          PATH:
```

➢ To add an application, enter an "A" on the select line

➢ The application has to be in "E – ELECTR" status in order to generate the interface of the referral to the SEARCHS system

➢ A referral can be modified or deleted until it is in ELECTR status

➢ An application cannot be put into ELECTR status until the referral has been approved if good cause reasons of DO NOT PURSUE are entered on either the father (CSF2 – Child Support Father Detail 2) or mother (CSM2 – Child Support Mother Detail 2)

➢ Good cause reasons of DO PURSUE do not have to go through an approval, and the referral can be put into ELECTR status upon completion of the referral screens

➢ A separate child support referral should be submitted for each child

➢ If a child goes on a trial home visit, and then returns to foster care, a new child support referral should be submitted to CSED. This is because the foster care case is closed on SEARCHS when the child enters the trial home visit. Submitting a new referral notifies SEARCHS that they need to re-open the case.

CSED - Child Support Enforcement Referral Detail

```
CAFSCSED        CHILD SUPPORT ENFORCEMENT REFERRAL DETAIL 07/06/2006    14:05
USER ID : CS4566   MODIFY                                     PAGE NO:    1
CAPS ID : 00001300      25    NAME: HARRIS, MELISSA


SEARCHS CASE/PARTICIPANT ID:
REFERRAL DATE             :
SOCIAL/PLACING WORKER     : C74142SW SOCIAL         WORKER
OFFICE ADDRESS LINE1      : PO BOX 817
             LINE2        : 316 N PARK
CITY/STATE/ZIP CODE       : HELENA                MT  59624 -
PHONE NUMBER              : 406  444-2030
ALL FAMILY MEMBERS ASSOCIATED WITH THIS REFERRAL:
CAPS ID  ROLE FIRST NAME  MI LAST NAME           SSN        DOB      SEX
00001300 CHLD MELISSA        HARRIS          516-01-5432 04/19/2001  F
00001302 BMRM MONIQUE        HARRIS          516-65-4321 01/15/1972  F
00001301 BFRF MICHAEL        HARRIS          516-98-7654 12/17/1974  M




SIGNATURE ON ASSIGNMENT OF RIGHTS:
REL      FIRST NAME    MI  LAST NAME        DATE SIGNED    IV-E(Y/N)
 W       MARY          C   REYNOLDS         07/06/2006        Y

                                                    PATH: CSCD
```

➢ Worker information at the top of the screen is defaulted by the system. This information is for the current assigned worker for the client.

➢ Relationship information is defaulted in from the child's RELL (Relationship List) screen. The child will be listed along with any "father" or "mother" codes identified on RELL

➢ The worker must enter the signature on assignment of rights information at the bottom of the screen. REL is an F12 lookup. The IV-E (Y/N) field cannot be entered with a "Y" if the child does not have IVE on the CELL (Client Eligibility List) screen

---

CSCD - Child Support Child in Foster Care Detail

```
CAFSCSCD      CHILD SUPPORT CHILD-IN-FOSTER-CARE DETAIL     07/06/2006    14:06
USER ID: CS4566    MODIFY
CAPS ID: 00001300      25     NAME: HARRIS, MELISSA
RACE    : CA    FC PLACEMENT DATE : 06/01/2006   MONTHLY FC COST:       457.16
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:  AB   ASSINIBOINE
LIVING ON A RESERVATION?          : Y
SEARCHS CASE/PARTICIPANT ID     :           /


Y  HAVE EITHER OR BOTH PARENTS BEEN ORDERED TO PAY CHILD SUPPORT ON THIS CHILD?
      MTHR ORDER NO:                    STATE:     COUNTY:     DATE:
      MTHR CAPS ID :                    NAME :
      FTHR ORDER NO: 2005-109           STATE: MT  COUNTY: 25  DATE: 06/15/2005
      FTHR CAPS ID : 00001301           NAME : HARRIS, MICHAEL
Y  WERE THE PARENTS OF THE CHILD IN FOSTER CARE EVER MARRIED TO EACH OTHER?
   IF YES, MARRIAGE DATE: 08/26/2000  CITY:                      STATE:
   DID FATHER SIGN ACKNOWLEDGEMENT/AFFADAVIT OF PATERNITY?
Y  IS FATHER'S NAME ON CHILD'S BIRTH CERTIFICATE?
   WAS MOTHER MARRIED TO SOMEONE OTHER THAN FATHER AT TIME OFBIRTH?
   WAS CHILD BORN WITHIN 300 DAYS AFTER DIVORCE/ANNULMENT OF A
      MARRIAGE TO SOMEONE OTHER THAN THE CHILD'S FATHER?
U  ARE THE PARENTS DIVORCED, LEGALLY SEPARATED OR HAS LEGAL ACTION BEGUN?
      ORDER NO:                         STATE:     COUNTY:     DATE:
                                                             PATH: CSFD
```

➢ Information at the top of the screen is defaulted in from the CLID (Client Detail) and ICWD (ICWA Detail) screens. The monthly FC cost is based on open "P" services on the SERP (Services Detail: Payable) screen

➢ The eight questions at the bottom of the screen can be answered with a yes (Y), no (NO) or unknown (U). Certain questions will be required/not required based on the answers to prior questions. For example, if you answer NO to "were the parents of the child ever married to each other", then you will be required to answer the following four questions

➢ For those questions that have supplemental information, it should be included if the CAPS worker has access to that information. However, this information is optional in case the CAPS worker does not have the information. For example, the CAPS worker can answer YES to "have either or both parents been ordered to pay child support", but if they don't have the order information, they can leave it blank

---

CSFD - Child Support Father Detail

```
CAFSCSFD              CHILD SUPPORT FATHER DETAIL      07/06/2006    14:07
USER ID: CS4566   MODIFY                                   PAGE NO:    1
CAPS ID: 00001300     25    NAME: HARRIS, MELISSA
FATHER : MICHAEL      HARRIS
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:
CURRENTLY LIVING ON A RESERVATION?  N
POB    :                                   SEARCHS:          /
ALIASES:                                   SSN    : 516-98-7654
                                           HT/WT  :    '     "/
                                           RACE   : CA  WHITE/CAUC
                                           EYE    :
                                           HAIR   :
HOME ADDRESS LIN1: 1311 BIG HORN RD            PHONE:
HOME ADDRESS LIN2:                             DATE : 99/99/9999
HOME CITY/ST/ZIP : HELENA           MT 59602 - 7612
MAIL ADDRESS LIN1:                             PHONE:
MAIL ADDRESS LIN2:                             DATE :
MAIL CITY/ST/ZIP :                      -
EMPLOYER NAME    : MONTANA AIR NATIONAL GUARD
EMPL ADDRESS LIN1: 2495 RAMPART DRIVE          PHONE: 406 449-1234
EMPL ADDRESS LIN2:                             DATE : 99/99/9999
EMPL CITY/ST/ZIP : HELENA           MT 59602 -
                                                        PATH: CSF2
```

➢ All information on this screen is defaulted in from other screens
   - Tribal information comes from ICWD (ICWA Detail)
   - POB (Place of Birth), SSN and Race come from PERD (Person Detail)
   - Aliases come from AKAD (Person Name AKA Detail)
   - Address information comes from ADDL (Address List)
   - Employer information comes from EMPL (Employment History)
   - Height/Weight, Eye and Hair come from MEDS (Medical Summary)

CSF2 - Child Support Father Detail 2

```
CAFSCSF2           CHILD SUPPORT FATHER DETAIL 2        07/06/2006   14:07
USER ID: CS4566   MODIFY                                       PAGE NO:    1
CAPS ID: 00001300    25    NAME: HARRIS, MELISSA


FATHER: MICHAEL        HARRIS

FATHER'S GOOD CAUSE REASON(S): CO  GOOD CAUSE DOES NOT EXIST PURS

APPROVED: A   BY: CS4566     DATE: 07/06/2006


PROVIDE ANY INFORMATION YOU CAN ABOUT THE FATHER'S SITUATION (FOR EXAMPLE,
   FATHER IS A FULLTIME STUDENT AT XYZ UNIVERSITY).




OTHER COMMENTS (PLEASE INCLUDE ANY INFORMATION WHICH WOULD BE HELPFUL FOR
   THE CSED WORKER, SUCH AS "POTENTIALLY DANGEROUS SITUATION").




                                                           PATH: CSMD
```

➢ This is additional information about the FATHER

➢ The GOOD CAUSE REASON field is an F12 lookup and is a required field. The worker must identify if a good cause reason exists to not pursue child support.
   - A good cause reason of "CO" means that good cause does <u>not</u> exist and that child support should be pursued. This code does not have to be approved by the worker's supervisor. The system will automatically enter the worker's approval and C# in this field if "CO" is used.
   - A good cause reason of "GC" means that good cause <u>does</u> exist and that child support should <u>not</u> be pursued. There are very specific good cause reasons in policy. This code has to be approved by the worker's supervisor.

➢ The two comment fields at the bottom of the screen are free-form text fields for the worker to 1) enter any additional information about the father/father's situation, and 2) general comments such as "potentially dangerous" or to explain good cause reasons

CSMD - Child Support Mother Detail

```
CAFSCSMD              CHILD SUPPORT MOTHER DETAIL        07/06/2006   14:17
USER ID: CS4566   MODIFY                                    PAGE NO:    1
CAPS ID: 00001300     25    NAME: HARRIS, MELISSA
MOTHER : MONIQUE       HARRIS                   MAIDEN :
TRIBAL ENROLLMENT NUMBER:
TRIBAL CODE:
CURRENTLY LIVING ON A RESERVATION?  N
POB   :                                    SEARCHS:         /
ALIASES:                                   SSN    : 516-65-4321
                                           HT/WT  :    '    "/
                                           RACE   : CA   WHITE/CAUC
                                           EYE    :
                                           HAIR   :
HOME ADDRESS LIN1: 1311 BIG HORN RD            PHONE:
HOME ADDRESS LIN2:                             DATE : 99/99/9999
HOME CITY/ST/ZIP : HELENA              MT 59602 - 7612
MAIL ADDRESS LIN1:                            PHONE:
MAIL ADDRESS LIN2:                            DATE :
MAIL CITY/ST/ZIP :                         -
EMPLOYER NAME    :
EMPL ADDRESS LIN1:                            PHONE:
EMPL ADDRESS LIN2:                            DATE :
EMPL CITY/ST/ZIP :                         -
                                                        PATH: CSM2
```

➢ All information on this screen is defaulted in from other screens
- Tribal information comes from ICWD (ICWA Detail)
- POB (Place of Birth), SSN and Race come from PERD (Person Detail)
- Aliases come from AKAD (Person Name AKA Detail)
- Address information comes from ADDL (Address List)
- Employer information comes from EMPL (Employment History)
- Height/Weight, Eye and Hair come from MEDS (Medical Summary)

CSM2 - Child Support Mother Detail 2

```
CAFSCSM2              CHILD SUPPORT MOTHER DETAIL 2       07/06/2006   14:17
USER ID: CS4566   MODIFY                                     PAGE NO:     1
CAPS ID: 00001300     25     NAME: HARRIS, MELISSA


MOTHER: MONIQUE        HARRIS                MAIDEN:

MOTHER'S GOOD CAUSE REASON(S): CO   GOOD CAUSE DOES NOT EXIST PURS

APPROVED: A   BY: CS4566     DATE: 07/06/2006


PROVIDE ANY INFORMATION YOU CAN ABOUT THE MOTHER'S SITUATION (FOR EXAMPLE,
   MOTHER IS A FULLTIME STUDENT AT XYZ UNIVERSITY).




OTHER COMMENTS (PLEASE INCLUDE ANY INFORMATION WHICH WOULD BE HELPFUL FOR
   THE CSED WORKER, SUCH AS "POTENTIALLY DANGEROUS SITUATION").




                                                            PATH: PRID
```

➢ This is additional information about the MOTHER

➢ The GOOD CAUSE REASON field is an F12 lookup and is a required field. The worker must identify if a good cause reason exists to not pursue child support.
  - A good cause reason of "CO" means that good cause does not exist and that child support should be pursued. This code does not have to be approved by the worker's supervisor. The system will automatically enter the worker's approval and C# in this field if "CO" is used.
  - A good cause reason of "GC" means that good cause does exist and that child support should not be pursued. There are very specific good cause reasons in policy. This code has to be approved by the worker's supervisor.

➢ The two comment fields at the bottom of the screen are free-form text fields for the worker to 1) enter any additional information about the mother/mother's situation, and 2) general comments such as "potentially dangerous" or to explain good cause reasons

PRID - Private Insurance Detail

```
CAFSPRID                 PRIVATE INSURANCE DETAIL       07/06/2006   14:18
USER ID : CS4566   MODIFY                                PAGE NO:    1
CAPS ID : 00001300    25     NAME: HARRIS, MELISSA


INSURANCE TYPE              : MEDICAL
COMPANY CODE / NAME         : C78   USAA EMPLOYEE BENEFIT DEPT
ADDRESS LINE1               : USAA BUILDING C-2-W
        LINE2               :
CITY/STATE/ZIP CODE         : SAN ANTONIO        TX  78288 - 0047
POLICY HOLDER ID/NAME(F,M,L): 00001301  MICHAEL        HARRIS
POLICY HOLDER SSN           : 516-98-7654
POLICY NUMBER               : 123456
GROUP CERTIFICATION NO.     : 654321
DATE ISSUED                 : 01/01/2006
FACE VALUE                  :
CASH VALUE                  :




F11=ADD LIFE INSURANCE
                                                        PATH: SIID
```

➢ Medical insurance information on this screen is defaulted in from the MEDS (Medical Summary) screen. Medical insurance details can not be added on this screen

➢ Life insurance information can be added by pressing F11
   - Required fields will be COMPANY CODE/NAME (F12 lookup) and DATE ISSUED
   - Once life insurance has been added, it can also be deleted anytime before the referral is in ELECTR status

TIID - TEAMS Initial Inquiry Detail

```
CAFSTIID              TANF INITIAL INQUIRY DETAIL          02/29/2012    10:56
USER ID : CS4566    INQUIRE
CAPS ID : 00002084      25    NAME: FURST, EVE


CHIMES INQUIRY DATE : 12/28/1997   REQUIRED DOCUMENTS
CHIMES CASE NUMBER  :                 BIRTH CERTIFICATE   :
CHIMES PERSON NUMBER:                 SOCIAL SECURITY CARD:
EMERGENCY TANF
   ELIGIBILITY DATE:
                                        HISTORICAL INFORMATION
                                        TANF CASE NUMBER  :   000133
                                        TANF PERSON NUMBER:   0000005




TO SELECT, ENTER ONE OF THE FOLLOWING:
   A=ADD, D=DELETE, I=INQUIRE, M=MODIFY


SEL STATUS DESCRIPTION
 _   PENDIN TANF EMERGENCY ASSISTANCE REQUEST (A,D,I,M)




FS900187 PERSON NOT FOUND ON TEAMS                              . PATH:
```

➢ CHIMES/TEAMS related information about the CAPS client or person for whom the request for information was sent is displayed here

➢ Selections can be made to ADD (A), DELETE (D), INQUIRE (I) or MODIFY (M)

➢ This screen is divided in half
  - The top half displays CHIMES/TEAMS information
  - The bottom half provides the status of the interface application forms

➢ If an Emergency TANF eligibility date appears on TIID, the person is not eligible to apply for TANF assistance on CAPS until that date, unless the CAPS application signed date is within 30 days of the TEAMS/CHIMES application signed date
  - ***Important*** - if there is an application on TEAMS/CHIMES, and the CAPS application falls within the 30 day window, the application signed date for the CAPS application should be entered as the <u>TEAMS/CHIMES application signed date</u>. This way, eligibility on CELL will follow the TEAMS/CHIMES application span.

EARD - Emergency Assistance Request Detail

```
CAFSEARD          EMERGENCY ASSISTANCE REQUEST DETAIL        07/06/2006    14:26
USER ID : CS4566   INQUIRE                                      PAGE NO:    1
CAPS ID : 00001300    25    NAME: HARRIS, MELISSA


                                                            MAR -NEED-
LAST NAME          FIRST NAME   I    DOB        SSN       S REL CTZ STS BC SSC
HARRIS             MELISSA          04/19/2001 516-01-5432 F SLF  Y   NM  Y  Y
* HARRIS           MONIQUE          01/15/1972 516-65-4321 F BMR  Y   MA  Y  Y
* HARRIS           MICHAEL          12/17/1974 516-98-7654 M BFR  Y   MA  Y  Y









ADDRESS LINE1           : 1311 BIG HORN RD
        LINE2           :
CITY/STATE/ZIP/COUNTY  : HELENA          MT 59602 7612 25

APPLICATION SIGNED DATE: 07/01/2006

                                                            PATH: EAR2
```

➢ This screen allows the worker to select the individuals who comprise the family unit that
   is applying for emergency assistance
   - Information will be sent to TEAMS through the interface
   - Press F10 to select additional family members for the application
     - A query will be done on each person selected to see if they are already
        known to TEAMS
   - Those not found on TEAMS will have an * by their last name
   - Any selected family members who are not eligible for TANF will not be carried
      over from RELL
   - In order to add a person to the application, they must have a social security
      number, date of birth and sex code of "M" or "F" entered on the PERD (Person
      Detail) screen

➢ The primary applicant must have an active residential address on the ADDL screen

➢ The application signed date is a required field and should be populated with the date the
   application was actually signed. This is when the TANF eligibility period will begin
   once the application is approved

EAR2 - Emergency Assistance Request Detail 2

```
CAFSEAR2          EMERGENCY ASSISTANCE REQUEST DETAIL 2      07/06/2006    14:27
USER ID : CS4566    INQUIRE
CAPS ID : 00001300      25    NAME: HARRIS, MELISSA


Y IS THE EMERGENCY ASSISTANCE NECESSARY TO AVOID ABUSE, NEGLECT OR
     DELINQUENCY OF THE CHILD?


Y IS THE CHILD UNDER AGE 21?


N DOES THE FAMILY HAVE LIQUID RESOURCES TO MEET NEEDED SERVICES?


Y DOES THE CHILD LIVE WITH OR HAS THE CHILD LIVED WITH A SPECIFIED RELATIVE
     WITHIN THE LAST SIX MONTHS?


N HAS AN ADULT FAMILY MEMBER REFUSED EMPLOYMENT/TRAINING WITHOUT GOOD CAUSE IN
     THE LAST 30 DAYS?


N HAS THE FAMILY RECEIVED EMERGENCY ASSISTANCE WITHIN THE PAST TWELVE (12)
     MONTHS?
------------------------------------------------------------------------------
APPROVED/DENIED: A    BY: C74142S    DATE: 07/06/2006
APPLICATION DATE: 07/01/2006

                                                              PATH: EAWD
```

➢ This screen allows a worker to answer the questions required on the TANF Emergency
   Assistance Request
   - This information will be sent to TEAMS through the interface

➢ CAPS will provide the information for the child's age and whether assistance has been
   received within the past twelve months

➢ The worker will answer the remaining four questions

➢ Approval/Denial will be entered by the Regional Financial Specialist (supervisors can
   also approve in the absence of the financial specialist)
   - Authorization period for Emergency Assistance Notice of Decision is calculated
     from the APPLICATION DATE + 29 days

EAWD - Emergency Assistance Services To Be Provided

```
CAFSEAWD    EMERGENCY ASSISTANCE SERVICES TO BE PROVIDED    07/06/2006    14:27
USER ID : CS4566    INQUIRE
CAPS ID : 00001300    25      NAME: HARRIS, MELISSA


INDICATE IDENTIFIED SERVICES
TO SELECT, ENTER A=ADD OR D=DELETE
     IVA
SEL  SVC  DESCRIPTION
  _  DCR  DAY CARE
  _  FPS  FAMILY PRESERVATION SUPPORT
  _  HCR  HEALTH CARE
  _  MHI  MENTAL HEALTH
  _  OTH  OTHER
  _  SBG  SKILL BUILDING
  _  SCR  SUBSTITUTE CARE
  _  TRN  TRANSPORTATION

  _
  _
  _
  _
  _
  _
                                                            PATH: TIID
```

➢ This screen will allow the user to identify emergency assistance services that may be provided with TANF monies
  - The worker can select multiple service codes at one time when doing an F12 lookup

➢ The worker has thirty (30) days from the date the application was signed to identify and/or modify any emergency assistance services

➢ An event will be generated for each person on the application indicating that Emergency Assistance was approved and services identified

➢ Once EAWD has been updated, the worker will be returned to TIID and the application should show in PENDIN (pending) status
  - Once the application is approved on EAR2, the status on TIID will change to APPRVD (approved). A nightly process will electronically submit the application to TEAMS